



DEPARTMENT OF FINANCE & ADMINISTRATION

Office of Personnel Management

Change in Employment Status

Business Area	Personnel Area	PA 40 <input type="checkbox"/> Termination <input type="checkbox"/> Retirement <input type="checkbox"/> DROP <input type="checkbox"/> LWOP	Effective Date (MM/DD/YY)
Personnel Number			

Employee Name (Last, First, Middle)
Agency Name

Create Actions (IT 0000)

Reason for Action	Reason Description
Employment Subgroup (For Retirement and DROP)	

Monitoring of Dates (IT 0019) REQUIRED FOR TERMINATION AND RETIREMENT

Last Day of Pay	Reminder Date	Lead/Follow-up time (e.g. 1 day)
DROP Start Date	Reminder Date	Lead/Follow-up time (e.g. 1 day)
DROP End Date	Reminder Date	Lead/Follow-up time (e.g. 1 day)
Return from LWOP	Reminder Date	Lead/Follow-up time (e.g. 1 day)

Objects on Loan (IT0040)

<input type="checkbox"/> A list of objects is included with this form. (On the list, indicate each item returned and to be delimited.)
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Employee Signature (if feasible)	Date(MM/DD/YY)	Telephone
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Authorization

<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Approving Authority	Date MM/DD/YY
	Approving Authority	Date MM/DD/YY